

**SECRET**

IAD - 125/66  
8 December 1966

**MEMORANDUM FOR: Chairman, IP Career Service Board**  
**FROM: Chief, Imagery Analysis Division, CIA**  
**SUBJECT: Memorandum to be Issued to all Employees on  
Time in Grade**

1. IAD feels that the time in grade employed currently by the Career Board is quite satisfactory.

2. Our only reservation on a memo to be issued to all employees is that it might give the employee the feeling that every time the minimum time in grade passes he is automatically due a promotion. This point should be clearly stressed so that he understands that with the passing of the minimum time in grade he comes into consideration for promotion but is not automatically granted promotion at that time.

**JACK W. GARDNER**

**SECRET**

SECRET

Approved For Release 2002/06/14 : CIA-RDP81T00990R000100160003-3

IAD - 124/66  
8 December 1966

MEMORANDUM FOR: IAD Senior Staff

FROM: Chief, Imagery Analysis Division, CIA

SUBJECT: Agenda Items for [ ] Meeting

25X1A

Assuming that JIIRG (Option II) is put into effect as we know it, please shape up suggested agenda items asked for on the attached memo.

"To develop a uniform rationale for Center action in effectively implementing JIIRG Report recommendations as well as to discuss and better understand specific problem areas of our activities."

At this point in time and space fault-finding with and correction of JIIRG is a little late. Develop agenda items that will promote IAD operations in meeting both its Departmental and JIIRG-assigned National responsibilities.

All aspects of operations must be considered from support forthcoming from NPIC to manpower available within IAD.

25X1A [ ] It seems to me that the first agenda item might be that all participants at [ ] vouch for the fact that they have read and understand all of the JIIRG Report.

25X1A All Branch and Staff Chiefs, chaired by the Deputy Chief, IAD, will submit agenda items for preparation of a Division paper to be submitted to [ ] by 19 December.

25X1A

ATTACHMENT:  
As stated above

Approved For Release 2002/06/14 : CIA-RDP81T00990R000100160003-3

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

NPIC/D-274-66  
7 December 1966

MEMORANDUM FOR: Division and Staff Chiefs, NPIC

SUBJECT: Agenda Items for a Planned Senior Staff Conference

25X1A 1. It is planned to hold a two day Senior Staff Conference at [redacted] immediately following receipt of word that the JIIRG Report is approved. The purpose of the Conference is to develop a uniform rationale for Center action in effectively implementing the JIIRG Report recommendations as well as to discuss and better understand specific problem areas of our activities.

2. It is requested that suggested Agenda items be submitted to me no later than 19 December 1966.

[redacted]  
Executive Director, NPIC

25X1A

Distribution:

Assistant for Operations  
Assistant for Planning & Management  
Chief, Support Staff  
Chief, Collateral Support Division  
Chief, Publications Division  
Assistant for Technical Development  
Chief, Information Processing Division  
Chief, Imagery Analysis Division  
Assistant for Photographic Analysis  
Chief, Technical Intelligence Division  
Chief, Production Services Division